

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 13-53

OPEN TO:	All Interested Candidates	OPENING DATE:	March 15, 2013
POSITION:	Chauffeur (Security) , FSN-3; FP-BB*	CLOSING DATE:	March 28, 2013
POSITION NO:	L-52107		
WORK HOURS:	Full-time; 48 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$21,840 p.a. (Starting salary) (Position Grade: FP-BB to be confirmed by Washington) *Ordinarily Resident: Rs.481,820 p.a. (Starting salary)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of Chauffeur (Security) in the Motor Pool.

BASIC FUNCTION OF POSITION:

The incumbent of this position drives fully and partially armored motor pool vehicles for State Department Personnel as directed by the motor pool supervisor and dispatcher. The incumbent maintains vehicles in a clean condition and performs the preventive maintenance. Performs other related duties as assigned by supervisor.

A copy of complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of 8th grade is required.
- 2. EXPERIENCE:** Three years of driving experience is required.
- 3. LANGUAGE:** Level II (Limited Knowledge) Speaking/Reading/Writing English and Punjabi, and Level III (Good Working Knowledge) Speaking/Reading/Writing of Urdu, is required. Language skills may be tested.
- 4. KNOWLEDGE:** Must have good knowledge of the streets and traffic pattern of Lahore. Thorough knowledge of traffic rules and general familiarity with routes throughout Pakistan is required.
- 5. ABILITIES & SKILLS:** Must have a valid Pakistani HTV driving license and be able to drive different types of vehicles. Driving skills may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.
9. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

Applications can also be submitted by email at PakJobs@state.gov . While submitting through email, the Vacancy Announcement Number (13-53) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. Please do not attach any documents with your application at this stage, you will be advised when your documents are required. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 28, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.